

MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 315 CHICAGO AVENUE
August 22, 2016

The meeting was called to order at 7:02 p.m. by President Johnson.

The roll call was as follows:

Present: Carlsen, Johnson, Lithgow, and Staab
Absent: Austin***

***Commissioner Austin entered the meeting at 7:29pm

Other Officials Present: Donald Scheltens, Executive Director
Lee Howard, Treasurer
Kathleen Forzley, Secretary
Mike Fletcher, Superintendent of Parks
Kelly Smith, Superintendent of Recreation
Valerie Louthan, Aquatics Manager/Recreation
Supervisor
Emily Golembiewski, Recreation Supervisor
Doug Holzrichter, Williams Architects
Jim Leppert, IPRM

Addresses from the Audience - None

Approval of consent agenda

President Johnson requested that check number 27141 for the Parks Foundation be withheld until the Board could be presented with additional information regarding the Community Gardens Park project. The Board agreed that they had allotted \$10,000 to the project pending information regarding the future sustainability of the resources. To date, this information had not been received. Executive Director Scheltens agreed to pursue the needed information with the Park Committee and bring the information back to the Board. There being no other changes to the consent agenda, the President Johnson requested a motion to approve the consent agenda with the amended payables. Whereupon, on motion by Commissioner Lithgow, seconded by Commissioner Staab, the consent agenda was approved. The roll call was as follows:

Ayes: Lithgow, Staab, Johnson, and Carlsen
Nays: None
Absent: Austin

Committee Reports

Aquatics Committee

Commissioner Lithgow informed the Board that Assistant Manager, Alison Briestansky was moving to Washington D.C. after working at the Lions Park Pool for approximately 15 summers. She began as a lifeguard and became an Assistant Manager, even taking over one summer as the interim Aquatics Manager. He praised her dedication and cheerfulness these past summers.

Aquatics Manager/Recreation Supervisor, Valerie Louthan also praised Alison's hard work and dedication and presented her with a token of appreciation from the Park District and the Board of Commissioners.

Commissioner Lithgow reported that daily admissions and pool revenues were up and costs were staying constant. He asked Aquatics Manager Valerie Louthan to give the Board a brief update. Valerie Louthan, Aquatics Manager, reported that "A good day at the pool is a safe day" and that due to the great weather this summer the staff did not need to reschedule any lessons or special events. She also said the publicity for the pool was very positive and feedback from the community has been very good. She also informed the Board that she worked very closely with concessions this year. A goal for next season would be to hire more high school lifeguards to help staff through Labor Day.

Executive Director Scheltens informed the Board that final revenues and expenditures for the pool would be available at the October meeting.

Recreation Committee

Superintendent of Recreation, Kelly Smith informed the Board of past and upcoming events. The senior indoor picnic had approximately 40 attendees and there was a trip tomorrow to Saugatuck, Michigan to pick peaches. This trip was a co-op with the Lemont Park District and there were 41 seniors attending.

Fall registrations were coming in with the Santa Train filling on the first day. Efforts to reach Metra to add a second train have not been successful. She was putting together the teams for fall ball as well as working on the Fall Fest with Valerie Louthan, Recreation Supervisor. That event is scheduled for September 17th. Valerie has sent out sponsorship letters and is working on the entertainment for the event. The Prospect Park Campfire is scheduled for Friday, September 30th.

Preschool begins on September 7th, with an Open House on September 6th. She is continuing to work with Walker School to reschedule dates for the after school sports which are in the fall brochure.

Kelly Smith introduced Emily Golembiewski, Recreation Supervisor. Emily had previously worked part-time for the Park District as a preschool instructor and as the Head of Admissions for the Lions Park Pool. She came to the Park District from the Park Ridge Park District, where she worked for the last two years.

She informed the Board that the summer was very successful. The two-week sessions for camps were very positively received with the residents. While numbers tended to start out low, they did grow each session, and the numbers for the 4th session were better than expected.

She hosted the first Touch a Truck event this summer with a great turn-out. She is looking to expand the event next summer, adding more vehicles and a food vendor.

One of her goals is to expand teen programming. She is working with the other Park Districts who have formed a teen committee to provide co-op programming for the teens.

The last Movie in the Park is scheduled for Friday, August 26th in Prospect Park. The movie being shown is "Guardians of the Galaxy" and is advertised as a teen night event. Commissioner Austin noted that the turn out may not be great due to the back to school Friday night football games and social events. Valerie Louthan, Recreation Supervisor, acknowledged that this event may need to be on a different night next year.

**Valerie Louthan and Emily Golembiewski exited the meeting at 7:42pm.

Finance/Personnel Committee

Commissioner Staab informed the Board that he had met with Treasurer Lee Howard regarding the salary survey. The two had compiled a list of 16 Park Districts, and were gathering questions for the salary survey questionnaire. They chose Park Districts from cities and villages that were both larger and smaller EAV's than Clarendon Hills. Commissioner Staab was hoping to have all data compiled for the October meeting.

Treasurer Lee Howard presented the 3-month statement. He reported that the recreation programming revenues were at 58% of the budget and the pool revenues were at 100% of the budget. All expenditures were tracking according to budget, with the summer and pool expenditures still coming in.

Maintenance/Safety Committee

Commissioner Carlsen informed the Board that all seasonal employees had gone back to school. The sealcoating for Prospect Park has been completed. The pool parking lot would be completed after the season. Hosek and the other parks were being completed soon.

Superintendent of Parks, Mike Fletcher informed the Board that the pavilion would be repaired after the Fall Festival. The contractor was still waiting for estimates. He also informed the Board that he was looking for a new year-round part-time employee that would work approximately 24 hours a week.

A shed had been installed at Hosek and was waiting for electricity. The drainage issues at Walker Park has been addressed. Executive Director Scheltens informed the Board that a contractor had been hired to add heat and air conditioning to the back office and the two bathrooms in December.

Superintendent of Parks, Mike Fletcher told the Board that the Park District was working with our engineer and the residents around Hosek Park to continue to address the drainage issues. In addition to the berms, it may be necessary to create swales to channel the water to the detention area.

President's Report

President Johnson informed the Board that regarding the maintenance garage, he was in favor of building the garage on the Village's Public Works property if the costs were comparable. Jim Leppert, IPRM, presented to the Board estimates of the probable project costs doing a side by side site comparison (Village Public Works property vs Prospect Park Property). Doug Holzrichter, Williams Architects, presented a Facility Programming and Master Planning report for discussion.

After discussion, it was agreed that additional information was needed before making a decision on the maintenance garage and where it would be built. While discussion of combining synergies was discussed, Commissioner Lithgow would like to compare the cost savings and additional time spent moving equipment and staff to various parks should the garage be built at the Public Works site.

The Board also discussed the possibility of adding a second floor to the community center. The Board agreed to move forward with the plans for the community center, at which point, Director Scheltens asked Doug Holzrichter, Williams Architects, to submit a proposal to move forward with plans at the next Park Board meeting. The Park Board Commissioners agreed.

There being no further business to come before this meeting, it was, motion by Commissioner Carlsen, seconded by Commissioner Lithgow, adjourned at 9:44 p.m. by voice vote.

Secretary

